

**Department of Veterans' Affairs
Employment Opportunity**

Office Assistant

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM
OF THIS PAGE**

Open to: Candidates on a current examination list for Office Assistant

Location: Department of Veterans' Affairs, 287 West St., Rocky Hill 06067.

Job Posting Number: 3032

Hours: Monday through Friday, 7:30 a.m. – 4:00 p.m.

Salary: \$37,429 - \$49,108 annually

Closing Date: June 15, 2012

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicant will not have the opportunity to take the exam prior to the above closing date to qualify for this position.**

Duties: In the Nursing Department on a Long Term Care Nursing Unit with Health Care Professionals, the Office Assistant types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals; sets up and maintains office procedures, filing and indexing systems and forms for own use; composes routine correspondence; compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format); provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a completed state application (CT-HR-12). Current state employees are required to submit their last two service ratings. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing.

**Department of Veterans' Affairs
287 West Street
Rocky Hill, CT 06067
Fax (860) 616-3536
Marge.Mancini@po.state.ct.us**

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials.

An Affirmative Action/Equal Opportunity Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.